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11 MAY 1983

MEMORANDUM FOR: Comptroller

THROUGH: Deputy Director for Administration

FROM: James N. Glerum
Director of Personnel

SUBJECT: FY 1985 Standard Support Requirements

REFERENCES: A. Memo fm D/OP to DDA, dtd 14 Apr 83,
Same Subject
B. Memo fm DDA to D/OP, dtd 29 Apr 83,
Same Subject

1. This memorandum requests that appropriation adjustments be made in the FY 1985 Standard Support Requirements (SSR) for the Office of Personnel (OP). As outlined in the attached references, the DDA committee preparing the SSR made the assumption that 25 percent of the SSR manpower justified by OP was duplicated in the FY 1984 OP budget base and was, therefore, not required in the SSR. Unfortunately, this assumption was invalid, and it is requested that an additional positions and be added to the FY 1985 SSR resources STAT for OP.

2. In Reference B, it was explained that the DDA committee assumed that the centralized services of the DDA offices and OP had the capacity to absorb some degree of expansion without requiring additional personnel and funds as compared to FY 1984. Because of this assumption, the DDA six-member committee used OP justifications only as general guidelines and made their own "subjective" resource estimates. Unfortunately, no OP representative served on this committee to highlight the specific OP guidance that there was no overlap between the OP SSR submission and our budget base.

3. It should not be assumed that the FY 1984 OP SSR gains will reduce our FY 1985 SSR requirements. Although it is true that last year's SSR exercise resulted in the inclusion of positions for OP in FY 1984, this will still be behind our actual FY 1984 SSR requirements of positions. It is this type of unfortunate development that has resulted in the current need for OP to be authorized to exceed budgeted staffing levels for several years. STAT
SIAI

CLASSIFIED Reference Attached

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4. Although efforts need to be made during the coming year to ensure that these problems concerning the OP portion of the DDA SSR do not recur, it is requested that the FY 1985 DDA SSR be adjusted to reflect an additional positions and

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James N. Glerum

Attachments

CONCUR:

STAT

Deputy Director for Administration

17 MAY 1983

Date

*Defer to the Comptroller re the Office of Personnel's requested adjustment.